

Housing Contract Cancellation Request

Students hoping to cancel their 2020-21 Academic Year housing contract should complete and return this form via email to reshall@berkeley.edu. Submitting this form does not guarantee that your cancellation request will be granted. Please attach supporting documentation, including graduation, marital, withdrawal, financial or other records, if applicable.

NAME: _____ STUDENT ID #: _____

SEX: M F Self-Identify: _____ EMAIL: _____

CANCEL FULL ACADEMIC YEAR (2020-21)

CANCEL SPRING 2021 ONLY

CURRENT HOUSING

ROOM LOCATION:	Unit 1	Unit 2/ Wada	Unit 3	Blackwell	Clark Kerr
	Foothill	Stern	Martinez Commons	Channing Bowditch	Enclave
	Garden Village	New Sequoia	Panoramic Berkeley		
ROOM OCCUPANCY:	Quad	Triple	Double	Single	

REASON FOR CANCELLATION REQUEST

SIGNATURE (REQUIRED BELOW)

I realize that I am responsible for housing contract charges until a replacement is found unless I have provided the appropriate documentation to confirm my marriage, graduation, withdrawal or dismissal from the University of California, Berkeley. I understand that if I find my own replacement, I cannot guarantee that they will be assigned to the same room I am vacating since my contract is not for a specific room. I understand that a current resident cannot be a replacement since they already have a residential contract.

I understand automatic cancellations due to marriage, graduation, withdrawal or dismissal from the University, will not be approved unless provided with (but not limited to the following), i) contract cancellation form signed and delivered to the Cal Housing Office, ii) supporting documentation, iii) notification of cancellation to residential hall staff, and iv) proper checkout of room.

I have read and fully understand the above conditions regarding contract cancellation.

I understand that I am financially obligated for the assigned room until my contract cancellation has been fully submitted, approved, and, if I have moved in, my key has been returned and all items have been removed from my university residence. Housing charges will be prorated based upon the time spent in the housing unit.

If my cancellation request is approved, I will be charged a cancellation fee as liquidated damages in accordance with the Terms and Conditions of Residence: \$150 for cancellation prior to occupancy OR a \$300 fee for cancellation subsequent to occupancy. Charges and adjustments will be applied on my CalCentral billing summary.

I will not be able to change my request once the cancellation has been approved. I agree to move when required and to complete all required check out procedures.

STUDENT SIGNATURE: _____ DATE: _____

GUARDIAN SIGNATURE (if under 18 years old): _____ DATE: _____